

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 15/2015
OPENING DATE: March 11, 2015
CLOSING DATE: March 31, 2015
POSITION TITLE: Project Management Specialist (Agriculture), FSN-10
SALARY RANGE: USD 21,459 p.a. – USD 28,319 p.a. (gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Kyrgyz Republic (USAID/KR), Osh, Kyrgyz Republic

MAJOR DUTIES: Receiving daily direction from the USAID Osh Office Director and reporting to the Economic Development Office Director in Bishkek, the incumbent serves as a point of contact on USAID activities in the south of the Kyrgyz Republic and as a liaison for the Mission with local and international organizations: 1) serves as a source of information for USAID on economic development assistance programs in the south of the Kyrgyz Republic; 2) serves as Activity Manager for assigned economic development projects and activities that work primarily, or entirely, in the south; 3) provides support and advice to USAID implementing partners regarding Agency and Mission developments, policies, visitors, information requests, etc.; 4) assists in evaluating assistance programs in the south and assesses the effect of political, economic and social trends and recommends modifications to USAID activities, as well as new interventions; 5) collects information and provides reports as needed to USAID/KR on developments, problems, constraints or issues that may affect implementation of USAID programs in the south; 6) visits programs implemented by other organizations and provides analysis to appropriate USAID internal offices, contractors and grantees; 7) advises visiting officials on projects, recommended meetings with implementing partners and local officials, recommended project sites to visit, and details of cultural, political and social events; 8) arranges logistics, prepares and regularly updates materials and delivers briefings for visitors to the south as needed; 9) organizes (or facilitates for other USAID staff) regular meetings with implementing partners in order to obtain regular updates on project coordination efforts; 10) serves as a contact in the event of emergency situations arising in the south, addressing the needs of affected citizens in case of a disaster; 11) establishes and maintains contacts with representatives of local and international organizations; 12) organizes regular informational meetings with government officials to inform them about USAID programs; 13) attends public meetings, donor coordination meetings, social functions and press conferences to act as a liaison for USAID; delivers short remarks presenting USAID and its role, especially at project sites; 14) reviews project success stories written by implementing partners and sends to the Mission Public Outreach Coordinator for further dissemination; 15) provides guidance to implementing partners on USAID communications and branding policies; 16) oversees editing and translates in the local languages public outreach and technical documents; 17) communicates with the local media regularly in order to update them on USAID programs, and helps organize media coverage for USAID events; 18) organizes site visits that demonstrate USAID programs in action; 19) provides oral translation for meetings by U. S. government employees meeting with USAID projects and/or local officials; and, 20) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** University degree in business, economics, agriculture or other related field. Master's degree in the same areas is highly desirable. Minimum three years of relevant and progressively responsible experience in the field of business, economics, administrative management and/or international development. At least one year of project management experience in the international development area with international organizations. Knowledge of southern regions of the Kyrgyz Republic and neighbouring regions in Uzbekistan. Knowledge of economic, political, social and cultural characteristics of the Kyrgyz Republic especially in the south. Thorough knowledge of donor concepts, principles, techniques and practices. Good knowledge of international development principles. Competency with Microsoft Office, word processing and office equipment.

- **Teamwork/Interpersonal and Communication Skills (25%):** Ability to establish and maintain contacts with senior-level Kyrgyz officials in both the public and private sectors. Ability to identify, locate, analyze, and evaluate relevant data. Ability to organize and present program information in proper written and oral formats. Strong writing and proof-reading skills. Ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight. Strong networking, interpersonal, and oral presentation skills.

- **Language Skills (15%):** Level IV (Fluent) English and Kyrgyz (written and oral). Good working knowledge (speaking and basic writing) ability in Russian and Uzbek are desirable.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received at the Executive Office (EXO) USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by Tuesday, March 31, 2015. A copy of the Position Description is available in EXO/Personnel (Tel. 7-727 2507612, ext. 6353).

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.